

PURCHASING USER MANUAL

ADDING AND MAINTAINING USERS

INTRODUCTION

The Purchasing administrator can:

- Add new users and assign their security and any limits on their approval rules.
- Update existing users.
- Assign users to the Workflows and Departments

TO ADD A NEW USER

1. On the **User Maint** tab, Click **Find New User**.
2. In the **User Lookup** dialog box, type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure how it is spelled.)
 - To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the person has been added to state payroll records.
4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

Figure 1 - Add a new user

The screenshot shows the 'User Lookup' dialog box. On the left, the 'User Maint' tab is active, and the 'Find New User' button is highlighted with a red circle. A red arrow points from this button to the 'User Lookup' dialog box. The dialog box has a title bar 'User Lookup' and three input fields: 'Last Name' (containing 're'), 'First Name' (empty), and 'Agency' (containing '140'). Below these fields are 'Find' and 'Cancel' buttons. At the bottom, there is a list of users with 'Select' buttons next to their names. The list includes: TU AHH BOCKENSTETTE, R STEVEN FALTER, DAN GREITZER, JEREMY WINSLOW, MERIDETH HACKNEY, SUANNE KORA, JAMES CARTER, SHARON WEBER, CONNIE HILL, and MARY EVERETT. The 'Select' button next to 'REXFORD REAGAN' is highlighted.

5. Select **Active User** to grant the user access to the application.

6. Select the security or the roles to assign to the user. Some of these roles are related to settings on the **Agency** screen.
 - **Admin** – an administrator for the Purchasing application.
 - **Authorizer** – authorizes the requisition prior to approval. If you enable **Auto Authorize Requisitions** on the **Agency** screen, you do not need an Authorizer.
 - **Coder** – adds fiscal coding to the line items of the requisition.
 - **Approver** – approves the requisition. Add Approvers to the **Workflow(s)** you create on the **Agency** screen. If you create **Req Departments** on the **Agency** screen and enable **Restrict Approval by Department**, add the Approvers to the appropriate requisition departments.
 - **Assigner** – assigns requisitions to specific purchasers. If you do not enable **PO Assigner Required** on the **Agency** screen, you do not need an Assigner.
 - **Purchaser** – purchases the items from requisitions. Purchasers do not need to belong to Workflows. If you create **PO Departments** on the **Agency** screen, add Purchasers to the departments.
 - **Max PO Amt** – Set the maximum dollar amount of the entire purchase order that the purchaser can make.
 - **Max Item Amt** - Set the maximum dollar amount of a single line item that the purchaser can add to a purchase order.
 - **PO Approver** – approves a purchase order. If you do not enable **PO Approver Required** on the **Agency** screen, you do not need a PO Approver.
 - **Receiver** – receives and records the receipt of the items purchased.
7. Click **Add User**.

Figure 2 -Assign security or roles

<input type="button" value="Cancel"/>		<input checked="" type="checkbox"/> Active User	<input checked="" type="checkbox"/> Admin	<input type="checkbox"/> Assigner	<input type="button" value="Add User"/>
Username	ROCHENDA REYNOLDS	<input type="checkbox"/> Authorizer	<input type="checkbox"/> PO Approver	<input type="button" value="Edit User Rules"/>	
First Name	ROCHENDA	<input type="checkbox"/> Coder	<input checked="" type="checkbox"/> Purchaser		
Last Name	REYNOLDS	<input type="checkbox"/> Approver	Max PO Amt	0.00	
Email	ipopspob@sco.idaho.gov	<input checked="" type="checkbox"/> Receiver	Max Item Amt	0.00	

TO ASSIGN SPECIFIC APPROVAL RULES

Specific approval rules can work in conjunction with creating requisition departments and workflows. For instance, two approvers can be assigned to the same department and workflow, but one could approve items that are fiscally coded with specific PCAs.

1. To assign approval rules, such as limiting an approver to specific Grants or Funds or Budget Units, click **Approval Rules**.

Figure 3 - Approval Rules button

Cancel ☒ Active User ☒ Admin ☐ Assigner Update User
 Username ROCHENDA REYNOLDS ☐ Authorizer ☐ PO Approver **Approval Rules**
 First Name ROCHENDA M Name L ☐ Coder ☒ Purchaser
 Last Name REYNOLDS ☐ Approver Max PO Amt 0.00
 Email ipopspob@sco.idaho.gov ☒ Receiver Max Item Amt 0.00
 Created by DANA HANSON 8/16/2006 Edit by DAN GREITZER 8/17/2006

- Determine the fiscal codes you want to allow the user to approve. The options are:

<ul style="list-style-type: none"> Index (or PCA) Grant Project Subobject Fund Budget Unit 	<p>Save Approval Rules for ROCHENDA REYNOLDS</p> <table> <thead> <tr> <th></th> <th>All</th> <th>None</th> <th>Exceptions</th> </tr> </thead> <tbody> <tr> <td>Index</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Grant</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Project</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Sub Object</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Fund</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Budget Unit</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Min Amount</td> <td colspan="3"><input type="text" value="0.00"/></td> </tr> <tr> <td>Max Amount</td> <td colspan="3"><input type="text" value="0.00"/> (Use 0.00 for no Maximum)</td> </tr> </tbody> </table>		All	None	Exceptions	Index	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Grant	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Project	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Sub Object	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Budget Unit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>	Min Amount	<input type="text" value="0.00"/>			Max Amount	<input type="text" value="0.00"/> (Use 0.00 for no Maximum)		
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Min Amount	<input type="text" value="0.00"/>																																				
Max Amount	<input type="text" value="0.00"/> (Use 0.00 for no Maximum)																																				

- Select either **All** or **None** for each fiscal code.
 - All** indicates that the user can approve *all* Indexes, PCAs, Grants, etc.
 - None** indicates that the user cannot approve any of them.
- Click the **Exceptions** asterisk next to a fiscal code to display the list of specific fiscal codes to select as exceptions to the **All** or **None** choice. For example:
 - If you select **All** for **Fund** and then select several Funds from the Exceptions list, the user can approve requisition items that are coded with all Funds except for those selected.
 - If you select **None** for **Fund** and then select several Funds from the Exceptions list, then the user cannot approve requisition items except for the ones coded with the Funds you selected.

Figure 4 - Approval Rules

Save Approval Rules for ROCHENDA REYNOLDS

	All	None	Exceptions
Index	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>
Grant	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>
Project	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>
Sub Object	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>
Fund	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="button" value="+"/> 0001, 0050, 0050-02, 0052
Budget Unit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="+"/>
Min Amount	<input type="text" value="0.00"/>		
Max Amount	<input type="text" value="0.00"/> (Use 0.00 for no Maximum)		

Fund Exceptions

Code	Description
<input checked="" type="checkbox"/> 0001	GENERAL FUND 67-1205,67-1210
<input type="checkbox"/> 0001-01	TEMP FAS CORRECTION
<input type="checkbox"/> 0001-85	ADMIN BOND PMT 0001
<input checked="" type="checkbox"/> 0050	FISH & GAME ACCOUNT 36-107
<input type="checkbox"/> 0050-01	F&G BUDGET STABILIZATION ACCOUNT AGY

PURCHASING USER MANUAL

SETTING UP AGENCY PROCESSES

INTRODUCTION

Several of the application's processes can be automated or enabled to suit your agency's needs. You can set these up or modify them at any time. Note that **PO Assigner** and **PO Approver** depend on other settings on the **User Maint** or **Department** screens.

TO SET UP AGENCY PROCESSES

1. Click the **Agency** tab.
2. Check or uncheck the options as needed. See the examples below.
3. When finished, click **Update**.

Figure 1 - Agency processes menu

The screenshot shows the 'Agency' tab selected in a menu bar. Below the menu bar, there are two columns of checkboxes. The first column contains: 'Auto Authorize Requisitions', 'PO Assigner Required', 'PO Approver Required', and 'Receivers can see Item Prices'. The second column contains: 'Email Notification', 'Restrict Approver', and 'Restrict Approval by Department'. To the right of these checkboxes, there are two input fields: 'Delegated Amount \$' with the value '50000.00' and 'PO Pct Variance' with the value '0'. Below these fields is an 'Update' button.

AUTO AUTHORIZE REQUISITIONS

Check this to automatically authorize requisitions before the fiscal coding is entered. Leave unchecked and requisitions will have to be authorized by a user designated as an **Authorizer** (see example below). NOTE: Even when unchecked, if an Authorizer creates a requisition and marks the 'Itemization Complete', the requisition will be 'automatically' authorized.

Figure 2 - Requisition Authorization

The screenshot shows a requisition for a 'Dell Vostro 1500 laptop'. The 'Status' is 'Awaiting Authorization', which is circled in red. Below the status, it says 'Requested by JANET GARRETT (02/29/2008)' and 'Edited by JANET GARRETT (02/29/2008)'. There are two buttons: 'Add Item' and 'Authorize', with the 'Authorize' button circled in red. Below the buttons, the 'Total' is '\$1,450.00'. There are checkboxes for 'Vendor Info' and 'Coding Info'. At the bottom, there is a table with columns: 'Notes', 'Atch', 'Status', 'Item #', 'Description', 'Qty', and 'U/M*'. The table has one row with the status 'Awaiting Authorization' and the description 'Dell Vostro 1500 laptop'.

PO ASSIGNER REQUIRED

Check this to require that purchase orders be assigned to specific purchasers (See example below). A user or users must be designated as an **Assigner** on the **User Maint** screen.

Figure 3 - Assign a requisition items to purchasers

Sel	Assignee	Notes	Attach	Req #	Item #	Description	Qty	U/M	Price	Freight	Sub Total
<input type="checkbox"/>	MARY EVERILL	Menu		DSA07003	xy7823-aa	Business cards	1	Box	\$15.00	\$0.00	\$15.00
<input type="checkbox"/>	SUANNE KORA	Menu		DSA07003	xy7823-aa	Business cards	1	Box	\$15.00	\$0.00	\$15.00
<input type="checkbox"/>		Menu		DSA08002	6	spoons	4	Box	\$25.00	\$100.00	\$200.00

PO APPROVER REQUIRED

Check this to require that a purchase order be approved before the order can be placed with the vendor (see example below). A user or users must be designated as a **PO Approver** on the **User Maint** screen.

Figure 4 - Purchase Order approval required

Sel	Req #	Need By	Notes	Attach	Status	Item #	Description	Qty	U/M	Price	Sub Total
<input checked="" type="checkbox"/>	Menu 000123	04/25/2008			Assigned to PO		LED Lamps	5	Each	19.00	95.00
<input checked="" type="checkbox"/>	Menu 000123	04/25/2008			Assigned to PO		Headlamps	4	Each	20.00	80.00

RECEIVER CAN SEE ITEM PRICES

Check this to allow receiving personnel to see purchase order items prices on the **Receiving** screen of the application (see example below).

Figure 5 - Receiving can see prices

Rcv	Item #	Description	Qty	Unit	Price	Item Status
Select Preview	<input type="checkbox"/>	2008 boat - cap	1	Each	\$26,000.00	Received
Select Preview	<input type="checkbox"/>	Motor - cap	1	Each	\$850.00	Received
Select Preview	<input type="checkbox"/>	2008 boat - cap	10	Each	\$26,000.00	Items Broken
Select Preview	<input type="checkbox"/>	Motor - cap	10	Each	\$850.00	Items Broken

EMAIL NOTIFICATION

Check this for e-mail notifications to be sent when a requisition is unapproved or rejected by a requisition Approver or a Purchaser, or when purchase order items are received. The e-mails will be routed automatically to the person who made the Requisition. E-mails will be sent from SASAdmin@sco.idaho.gov.

RESTRICT APPROVER

Check this to restrict a user from approving their requisition (See example below).

Figure 6 - Restricted approver

The screenshot shows the 'Approval' tab of a requisition management system. At the top, there are tabs for 'Status', 'Requisition', 'Approval', and 'Report'. Below these are search filters: 'Req #', 'Tracking #', 'Status' (set to 'Awaiting Line Approval'), 'Request Date Range' (set to 'All Requisitions'), and 'Departments' (set to '~All Departments~'). There are 'Find' and 'Reset' buttons. A table of requisitions is displayed with columns: 'Trk #', 'Req #', 'Requester', 'Req'd Date', 'Description', and 'Approval'. The table contains four rows of data. A red callout box points to the 'Approval' column of the first row, containing the text 'Cannot approve this requisition'.

Trk #	Req #	Requester	Req'd Date	Description	Approval
262	DSA08020	SUANNIE KORA	04/04/2008	CREATE AND RECEIVE	Cannot approve this requisition
268	DSA08022	SUANNIE KORA	04/07/2008	NEW TEST PROCESS 6	Awaiting Line Approval
284	DSA08027	PAMELA MENJIVAR	04/16/2008	Supplies for Testing	Awaiting Line Approval
296	DSA08030	JAMES CARTER	04/17/2008	Wood Products	Awaiting Line Approval

RESTRICT APPROVAL BY DEPARTMENT

Check this so that requisition approvers can approve only those requisitions assigned to their department(s) (See example above).

DELEGATED AMOUNT

The delegated purchasing authority granted to your agency by the Division of Purchasing. Requisitions and purchase orders that exceed this amount can still be entered in the application, but you must contact the Division of Purchasing regarding such purchases.

PO PCT VARIANCE

The **PO Pct Variance** is a whole number which represents a percentage, e.g., "10" = "10%". Any purchase order line item amount may not vary from the requisition line item amount by greater than this percentage.

For example, if the requisition line item is \$100 and the **PO Pct Variance** is 10%, then the purchase order line item amount cannot be greater than \$110 or less than \$90. (This does not include freight charges. If there are freight charges, they also may not vary more than the **PO Pct Variance**.) A value of zero disables the **PO Pct Variance**.

If a purchaser changes the line item so that the amount exceeds the **PO Pct Variance**, a message will be displayed explaining the restriction.

PURCHASING USER MANUAL

CREATING REQUISITION WORKFLOWS

INTRODUCTION

A workflow is the path for routing a requisition to a person or a group of people for approval. Three components make up a workflow: 1) the workflow name, 2) the workflow approval level(s), and 3) the individual approvers. You can create as many workflows as necessary for your business, each with as many approval levels and as many users as needed. Once a workflow is used (requisition items are assigned to it), the only changes you can make are to add or remove approvers, rename the approval levels, and rename the workflow.

A requisition can be made up of several line items. The requisition as a whole can be assigned to a department. The individual items are assigned to one or more workflows, based on however an agency decides, e.g., by the commodity or the amount, etc. The requisition line items must be assigned to the same workflow as the approvers for the approvers to be able to approve the line items.

TO CREATE A REQUISITION WORKFLOW

1. Click the **Agency** tab and then click the **Workflow** tab.
2. Type a name for the **Workflow** (approximately 50 characters). The name you use will appear as the labels for the subsequent sections (described below). Be sure the **Active** check box is checked.

Figure 1 - New Workflow

The screenshot shows the 'New Workflow' form. The 'Agency' tab is selected. Under 'Agency', there are checkboxes for 'Auto Authorize Requisitions', 'PO Assigner Required', 'PO Approver Required', 'Email Notification', 'Restrict Approver', and 'Restrict Approval by Department'. The 'Receivers can see Item Prices' checkbox is checked. There is a text field for 'Delegated Amount' with the value '\$5000.00' and an 'Update' button. Below this is a section for 'Workflow' and 'Department' with a table showing 'Workflow' and 'Active' columns. The 'Workflow' column has a value 'Printing' and the 'Active' column has a checked checkbox. An 'Add' button is next to the 'Printing' value.

3. Click **Add**.

4. Click **Select** next to the Workflow. The '**Workflow**' **Approval Levels** section will appear. (The name of the workflow approval level corresponds to the name of the workflow.)
5. Type a name for the '**Workflow**' **Approval Level** (approximately 50 characters).

Figure 2 - New Workflow Approval Level

6. Click **Add**. NOTE: You can sort the hierarchy of approval levels by clicking **Up** or **Dn** next to each level. However, once a workflow has been used (a requisition assigned to it), you will not be able to change the order of the approval levels.
7. Click **Select** next to the '**Workflow**' **Approval Level**. The **Approvers** section will appear (labeled with whatever you named the workflow approval level). The approval levels are in hierarchical order. That is, a requisition must be approved by the first level before it can be approved by the second level.
8. Select the approver name(s) from the drop down menu and then click **Add**. You can assign the same user(s) to different approval levels. You can also assign the same user(s) to different workflows.
NOTE: You can also add users to workflows and levels on the **User Maint** screen.

Figure 3 - Add approvers

NOTE: You do not assign approvers in a hierarchical order. To create a workflow so that a requisition has to be approved by one person before it can be approved by another, you must create separate approval levels (which are in hierarchical order), and then assign the approvers to each individual level in the order that you want.

9. To change the name of a workflow or workflow approval level, click **Edit** next to the workflow or level, change the name, and then click **Update**.
10. To delete a workflow, click **Del** next the workflow. All associated levels will be deleted. However, once a workflow has been used (a requisition assigned to it), the workflow cannot be deleted and **Del** will be disabled, even if *all* requisition items in the workflow have been processed. Once a workflow is used, the only changes you can make are to add or remove approvers, rename the approval levels, and rename the workflow.

The requisition line items must be assigned to the same workflow as the approvers for the approvers to be able to approve the line items.

EXAMPLES OF REQUISITION WORKFLOWS

Below are three examples of requisition workflows, indicating workflows by bureau, office function, location, etc.

Figure 4 - Workflow example 1

Workflow		Department	
Work Flow			
Workflow	Active		
Select Edit Del CSC	✓		
Select Edit Del Admin	✓		
Select Edit Del SCO	✓		
Select Edit Del Accounting	✓		
Select Edit Del test	✓		
Select Edit Del Worker	✓		
Select Edit Del walkthru	✓		
Add	<input type="checkbox"/>		
Admin Levels			
Level			
Select Edit Del	Mgr	Up Dn	
Select Edit Del	Division	Up Dn	
Select Edit Del	Fiscal	Up Dn	
Select Edit Del	Adm	Up Dn	
Add	<input type="text"/>		
Mgr Level Approvers			
Approver		Active	
Edit Del	TU ANH BOCKENSTETTE	✓	
Edit Del	JAMES CARTER	✓	
Edit Del	DAN GREITZER	✓	
Edit Del	SUANNE KORA	✓	
Edit Del	PAMELA MENJIVAR	✓	
Add	TU ANH BOCKENSTETTE	<input checked="" type="checkbox"/>	

Figure 5 - Workflow example 2

Workflow		Department	
Work Flow			
Workflow	Active		
Select Edit Del IT	✓		
Select Edit Del General	✓		
Select Edit Del Western	✓		
Select Edit Del Eastern	✓		
Select Edit Del Northern	✓		
Select Edit Del Southern	✓		
Add	<input type="checkbox"/>		
Eastern Levels			
Level			
Select Edit Del	Supervisor	Up Dn	
Add	<input type="text"/>		
Supervisor Level Approvers			
Approver		Active	
Edit Del	JOHN HAMMOND	✓	
Add	DEBBIE ALLEN	<input checked="" type="checkbox"/>	

Figure 6 - Workflow example 3

Workflow		Department	
Work Flow			
Workflow	Active		
Select Edit Del Consumer	✓		
Select Edit Del Criminal	✓		
Select Edit Del Water	✓		
Select Edit Del FRAUD	✓		
Select Edit Del FISCAL	✓		
Add	<input type="checkbox"/>		
Consumer Levels			
Level			
Select Edit Del	Admin Assistant	Up Dn	
Select Edit Del	FISCAL	Up Dn	
Select Edit Del	BOSS	Up Dn	
Add	<input type="text"/>		
Admin Assistant Level Approvers			
Approver		Active	
Edit Del	TRUDY JACKSON	✓	
Edit Del	PABLO PICASSO	✓	
Edit Del	RANDY TILLEY	✓	
Edit Del	KARL VOGT	✓	
Add	TRUDY JACKSON	<input checked="" type="checkbox"/>	

5. Enter a minimum dollar amount (**Min Amount**) and/or a maximum dollar amount (**Max Amount**) of a requisition that the approver can approve. The approver will not be able to approve requisition items higher or lower than these dollar amounts.
6. Click **Save** when finished. Approvers will see that requisition items that they cannot approve will be highlighted in the application. Although the approvers can view the requisition items on the **Approval** screen, they will not be able to approve them.

TO ADD A USER TO A WORKFLOW AND DEPARTMENT

If you have created Workflows and Departments on the **Agency** screen, you can add users to them on the **User Maint** screen. If you add your users before creating Workflows and Departments, you can add them on the **Agency** screen when you create the Workflows and Departments. See Creating Workflows and Departments.

1. On the **User Maint** screen, either select an existing user from the user list, or continue with a new user set up:
2. Select a workflow from the **Workflow** drop down menu.
3. Select a **Level**.
4. Be sure **Active** check box is checked.
5. Click **Add**.
6. Continue adding the user to as many workflows as needed.
7. If you have created departments, select a department from the **User Departments** drop down menu.
8. Click **Add**.
9. Continue adding the user to as many departments as needed.
10. Click **Update User**.

Figure 5 - Workflows and departments

The screenshot shows the 'User Maint' screen for a user named ROCHENDA REYNOLDS. The user's email is ipopspob@sco.idaho.gov. The user is active and has roles of Admin, Purchaser, and Receiver. The 'Workflow' section shows 'CSC' selected with level 'L' and the 'Active' checkbox checked. The 'User Departments' section shows 'ISA-Statewide Accounting (Req)' selected. The 'Created by' and 'Edit by' fields both show JAMES CARTER with a date of 1/9/2008. Buttons for 'Cancel', 'Update User', and 'Approval Rules' are visible.

Cancel	<input checked="" type="checkbox"/> Active User	<input checked="" type="checkbox"/> Admin	<input type="checkbox"/> Assigner	Update User
Username	ROCHENDA REYNOLDS	<input type="checkbox"/> Authorizer	<input type="checkbox"/> PO Approver	Approval Rules
First Name	ROCHENDA	<input type="checkbox"/> M Name	<input type="checkbox"/> L	
Last Name	REYNOLDS	<input type="checkbox"/> Coder	<input checked="" type="checkbox"/> Purchaser	
Email	ipopspob@sco.idaho.gov	<input type="checkbox"/> Approver	Max PO Amt	0.00
		<input checked="" type="checkbox"/> Receiver	Max Item Amt	0.00

Created by JAMES CARTER 1/9/2008 Edit by JAMES CARTER 1/9/2008

Workflow	Level	Active
Add CSC	L	<input checked="" type="checkbox"/>

User Departments
Add ISA-Statewide Accounting (Req)

APPROVERS UNABLE TO APPROVE REQUISITION ITEMS

If an approver cannot approve a requisition or requisition line items:

- They are not part of the requisition workflow.
- They are not part of the Requisition Department and you have restricted approvals by department.
- There are line item(s) with fiscal coding or a dollar amount which their approval rules do not allow them to approve.
- They are not an approver.

Users can click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why they cannot approve the item.

TO EDIT EXISTING USERS

1. On the **User Maint** tab, click **Select** next to a user's name.

The screenshot shows the 'Find New User' interface. At the top, there are filters for 'SCO Admin', 'Active', 'Non Active', and 'All Users'. Below is a table of users with columns: Select, UserName, FirstName, MName, LastName, Act, Adm, Auth, Code, App, Asgn, Pur, P, Apr, Rec, Email. The user 'ROCHENDA REYNOLDS' is highlighted with a red circle and a red arrow pointing to the 'Edit User Rules' button in the detailed view below.

Select	UserName	FirstName	MName	LastName	Act	Adm	Auth	Code	App	Asgn	Pur	P	Apr	Rec	Email
Select	DANA HANSON	DANA		HANSON	✓	✓									dhanson@sco.idaho.gov
Select	DANIEL GOICOECHEA	DANIEL	R	GOICOECHEA	✓				✓						dgoicoechea@sco.idaho.gov
Select	RICHARD WRIGHT	RICHARD	K	WRIGHT	✓										rwright@sco.idaho.gov
Select	TAMARA SHIPMAN	TAMARA	D	SHIPMAN	✓										tshipman@sco.idaho.gov
Select	BRANDON WOLF	BRANDON		WOLF	✓										bwolf@sco.idaho.gov
Select	PATRICIA ROLLER	PATRICIA	A	ROLLER	✓										proller@sco.idaho.gov
Select	STEPHANIE CAMARILLO	STEPHANIE	A	CAMARILLO	✓										stephanie.camarillo@trade
Select	CAROLYN MILLER	CAROLYN		MILLER	✓				✓			✓			cmiller@sco.idaho.gov
Select	ROCHENDA REYNOLDS	ROCHENDA	L	REYNOLDS	✓		✓	✓	✓						

Cancel

☒ Active User
☒ Admin
☐ Assigner
☐ Authorizer
☐ PO Approver
☒ Purchaser
☐ Approvers
☐ Coders
☐ Approvers
☐ Receivers

Add User
Edit User Rules

Username: ROCHENDA REYNOLDS
First Name: ROCHENDA
M Name: L
Last Name: REYNOLDS
Email: ipopsb@sco.idaho.gov
Max PO Amt: 0.00
Max Item Amt: 0.00

Created by: DANA HANSON
8/16/2006
Edit by: DAN GREITZER
8/17/2006

Depending on the changes you want to make, choose from the following:

2. Uncheck **Active User** to remove the user's access to the application.
3. Select or deselect the security or the roles to assign to the user (see above). If a person is removed as an **Approver** but left on the workflow, they will not be able to approve requisitions. But if you remove a user as an **Approver**, you should also remove them from the approver level of requisition workflows.
4. Add a user to a **Workflow** or **Department** as described above.
5. To delete a user from a **Workflow** or **Department**, click **Del** next to the **Workflow** or **Department** name.
6. Click **Approval Rules** to edit the user's approval authority (as described above) and click **Save**.
7. When finished making changes to a user, click **Update User**.

PURCHASING USER MANUAL

CREATING REQUISITION OR PURCHASE ORDER DEPARTMENTS

REQUISITION DEPARTMENTS

A department is a group of users organized however an agency wishes – e.g., by the agency’s organizational structure, by function, by location, etc. A requisition assigned to a Department can then be easily found by the users. The users can be made up of requesters, requisition approvers, or purchasers. If you also choose to restrict approvals by department (on the **Agency** screen), then approvers can approve only those requisitions assigned to their department(s). Requisition Departments are not required unless you want requisition numbers automatically assigned.

In addition you can choose to restrict requisition approvals by department, meaning that approvers can approve only those requisitions that are assigned to their department.

PURCHASE ORDER DEPARTMENTS

Similar to requisition departments, purchase order departments can be organized however an agency wishes. Purchase orders can then be assigned to departments so they are organized or categorized them for your purchasers. Purchase Order Departments are not required unless you want purchase order numbers automatically assigned.

Purchase order approval is an optional process – it can be enable by the agency. If so, purchase orders do not use workflows for the approval process. Rather, users are simply assigned as ‘PO Approver’. If your agency decides to require purchase order approvals, you must enable **PO Approver Required** on the **Agency** screen and assign a user(s) as **PO Approver** on the **User Maint** screen.

TO CREATE A REQUISITION OR PURCHASE ORDER DEPARTMENT

Departments can be created according to the agency’s organizational structure, function, location, etc. A requisition or purchase order assigned to a Department can then be easily found. If you also choose to restrict approvals by department, then approvers can approve only those requisitions assigned to their department(s). You must create a department if you want to automatically assign requisition or purchase order numbers. Otherwise, departments are not required.

1. Click the **Agency** tab and then click the **Department** tab.
2. Select either **Req Departments** or **PO Departments**.
3. Type a three character department code in the **Code** field.
4. Type a name for the department in the **Department** field.
5. Check the **Auto** check box to enable automatic numbering for requisitions and/or purchase orders. Leave unchecked and requisition or purchase order numbers will have to be entered manually.
6. Enter the automatic numbering format according to the **Format notes**. See the [Automatic Numbering Format](#) section below.
7. Click **Add**.

Figure 1 - Add a Department

TO ADD USERS TO A DEPARTMENT

Users not added to any departments have access to all departments. To add users to specific departments:

1. Select either **Req Departments** or **PO Departments**.
2. Click **Select** next to a **Department**.
3. Choose a user's name from the drop down menu.
4. Click **Add**. NOTE: You can also add users to departments on the **User Maint** screen.

Figure 2 - Add users to a department

AUTOMATIC NUMBERING FORMAT FOR REQUISITIONS OR PURCHASE ORDERS

When automatic numbering is enabled, requisition or purchase order numbers are automatically generated when the requisition is marked as “Itemize Complete” or when the purchase order is marked as “Ordered”.

You must specify the format of the automatically generated numbers. The **Format notes** legend on the **Departments** tab defines the variables to use for the automatic numbering.

Figure 3 – Format notes

The screenshot shows the 'Department' tab in a software interface. It includes a table with columns for 'Code', 'Department', 'Auto Req#', and 'Format'. The table lists several departments like General, IT, Office of Energy Resource, and Research and Development, each with a checked 'Auto Req#' and a specific 'Format'. To the right of the table, there is a 'Format notes' section explaining the variables used in the formats: 'yy, y' for Calendar Year, 'ffff, ff, f' for Fiscal Year, and '9' for sequence number. It also provides examples like 'ABCyy999' and 'ffff9999'.

Format notes:

- Lowercase yyyy, yy, y = Calendar Year
- Lowercase ffff, ff, f = Fiscal Year
- Uppercase letters and special characters remain as is.
- Digit 9 = sequence number (must be at end of Format)

Examples:

- ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
- ffff9999 = four-digit Fiscal Year + four-digit sequence number
- 999ABC = Invalid Format

Sequence Number rollover:

- Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

The following examples demonstrate the results of the formatting:

<u>Req or PO format</u>	<u>Automatically generated number</u>
DSAYy999	DSA08001
yy-999	08-001
ffff9999	20080001
WRKy9999	WRK80001

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.

Workflow **Department**

☒ Req Departments ☐ PO Departments

Code	Department	Auto Req#	Format
Select Edit Del ADM	ADMINISTRATION		
Select Edit Del CNP	CHILD NUTRITION		
Select Edit Del CON	CONTENT AREAS		
Select Edit Del CRT	CERTIFICATION		
Select Edit Del CSH	COORDINATED SCHOOL HEALTH		
Select Edit Del DVR	DRIVERS EDUCATION		
Select Edit Del FIN	SCHOOL FINANCE		
Select Edit Del IAC	INNOVATION AND CHOICE		
Select Edit Del IND	INDIAN EDUCATION		
Select Edit Del SPD	SPECIAL EDUCATION		
Select Edit Del T-1	NCLB PROGRAMS/TITLE I		
Select Edit Del TEC	TECHNOLOGY SERVICES		
Select Edit Del TRN	PUPIL TRANSPORTATION		
Add	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department DVR Users

Department Users

[Del](#) BRANDON PHILLIPS

[Del](#) CARIE ERNST

[Add](#)

Figure 1 - Purchase Order department example

Workflow **Department**

☐ Req Departments ☒ PO Departments

Code	Department	Auto PO#	Format
Select Edit Del BHS	BUREAU OF HOMELAND SECURI	✓	BHff9999
Select Edit Del DIS	DISASTER	✓	DSff9999
Select Edit Del MMA	MILITARY MINGMT ADMIN	✓	MMff9999
Select Edit Del PSC	PUBLIC SAFETY COMMUNICATI	✓	PSff9999
Add	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department MMA Users

Department Users

[Del](#) JULIE CROOKS

[Del](#) LORRIE POND

[Del](#) MARK AGENBROAD

[Del](#) STEVEN VINSONHALER

[Del](#) TU ANH BOCKENSTETTE

[Add](#)

Figure 2 - Requisition department example

Workflow **Department**

☒ Req Departments ☐ PO Departments

Code	Department	Auto Req#	Format
Select Edit Del 001	General	✓	ff-999
Select Edit Del IT	IT	✓	DPff-999
Select Edit Del OER	Office of Energy Resource	✓	Eff-999
Select Edit Del RAD	Research and Development		
Add	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Department IT Users

Department Users

[Del](#) CHRISTINE FIELD

[Del](#) DEBBIE ALLEN

[Del](#) HEATHER MCGILL

[Del](#) JANET GARRETT

[Del](#) JOHN HAMMOND

[Del](#) KARLA HANSON

[Del](#) RANAE SANDERS

[Del](#) SASCHA MARSTON

[Add](#)

PURCHASING USER MANUAL

CREATING SHIPPING, BILLING, AND PURCHASE ORDER FORM ADDRESSES

INTRODUCTION

Administrators can create an address list for billing and shipping addresses for their agency. These addresses can then be used when users create line items for their requisitions or purchase orders.

The **Address** screen is comprised of the list of addresses that you have saved (if any) and a form to add a new address or update an existing one.

Figure 1 - Address screen

The screenshot shows the 'Address Maintenance' screen. At the top, there are tabs for 'User Maint', 'Agency', 'Address' (which is selected), and 'PO Notes'. Below the tabs, there is a title 'Address Maintenance' and a filter section with radio buttons for 'Active', 'Non Active', and 'All Addr'. Below this is a table with columns: Name, Group, Description, Act, Ship, Bill, Contact, and Address. The table contains four rows of data. Below the table, there is a form to add a new address. The form has fields for Name, Group, Contact, Address, City, State, Zip, Phone, ext, Fax, and Desc. There are also checkboxes for 'Active Address', 'Default Shipping', 'Default Billing', and 'PO Form Address'. Buttons for 'Cancel' and 'Add New Address' are at the top of the form.

Name	Group	Description	Act	Ship	Bill	Contact	Address
Select College Idaho	Southern Idaho	College of Southern Idaho	✓			Attn: Claudeen W Campbell	315 Falls Avenue, P
Select Dept Admin	Management	Main Boise Office	✓			Attn: Rebecca K Thomason	650 West State road
Select Forensic Servc	Region 5 Lab	Idaho State Forensic Services	✓			Attn: Supervisor Donald Peck	209 E Lewis
Select Forensic Service	Region 3 Lab	Idaho State Forensic Services	✓	✓	✓	Latent Fingerprint Supr Randy Meade	700 S Stratford Drive

Once addresses are added, you can filter the list of addresses by selecting **Active**, **Non-Active**, or **All Addr**. You can also click the column headers to sort the list.

TO ADD A NEW ADDRESS

1. Complete the address fields as needed. The required fields are **Address**, **City**, **State**, and **Zip**. The **Phone** number must be entered without a hyphen (5552222).
2. Enter a **Group** name and **Desc** (description). These are used to organize your addresses on the **Address** screen and so that users can sort from the list and select the address they need when creating requisitions or purchase orders.
3. Be sure the **Active Address** check box is checked.

4. Check either **Default Shipping** or **Default Billing**, or **PO Form Address**. (The **PO Form Address** will be your agency's address printed on the purchase order.)
5. Click **Add New Address**.
6. To add another address, click **Cancel** (this will clear the form but not cancel the address just added).

All three addresses will be printed on a purchase order:

Figure 2 - Purchase order form

Agency : 140 State Controller
800 W. Main Street Sun Valley Id 83566 (208) 5551111 201, fax

Purchase Order 95688

Purchasing Agent: JAMES CARTER (04/02/2008)
Supplier:
Phone:

Default Shipping and Default Billing addresses

Item No	Quantity	U/M	Attachment	Price	Total
Item Description	Item Billing Address	Item Shipping Address			
4	Each			45.00	0.00 \$180.00
HDMI Cables					
Attn: Rebecca K Thomason, 650 West State room 100, PO Box 83720 Boise ID, 83720 (208) 3321824					
Attn: Supervisor Donald Peck, 209 E Lewis Pocatello ID, 83201 (208) 2329474					

TO EDIT AN ADDRESS

1. Click **Select** next to an address in the address list.
2. Edit the address as needed.
3. Click **Update Address**.

TO SELECT AN ADDRESS FOR A REQUISITION OR PURCHASE ORDER

The address list is available to users when they create a requisition or purchase order. Users will click the line item **Menu** and select either **Edit Ship-To Address** or **Edit Bill-To Address**. Users can then select an address to apply to one or all line items in the requisition or purchase order.

Figure 3 - Select an address

Select Shipping Address

Save ☐ Apply to all Line Items Cancel

Select	Addr Name	Group	Contact	Street
Select	Dept Admin	Management	Attn: Rebecca K Thomason	650 West
Select	Forensic Service	Region 5 Lab	Attn: Supervisor Donald Peck	209 E Lev
Select	Forensic Service	Region 3 Lab	Latent Fingerprint Supr Randy Meade	700 S Str
Select	Forensic Service	Region 3 Lab	Supervisor Cyndi Meade	700 S Str
Select	Forensic Service	Region 3 Lab	Biology Section Supervisor Donna Parker	700 S Str
Select	Forensic Service	Region 3 Lab	Quality Assurance Assistant Karen Meade	700 S Str
Select	Forensic Service	Region 3 Lab	Management Supervisor Ralph Wyckoff	700 S Str
Select	Forensic Service	Region 3 Lab	Latent Fingerprint Supr Randy Meade	700 S Str
Select	Historical	Fiscal Office	Idaho History Center Attn: Christine	2205 Old

PURCHASING USER MANUAL

CREATING PURCHASE ORDER NOTES

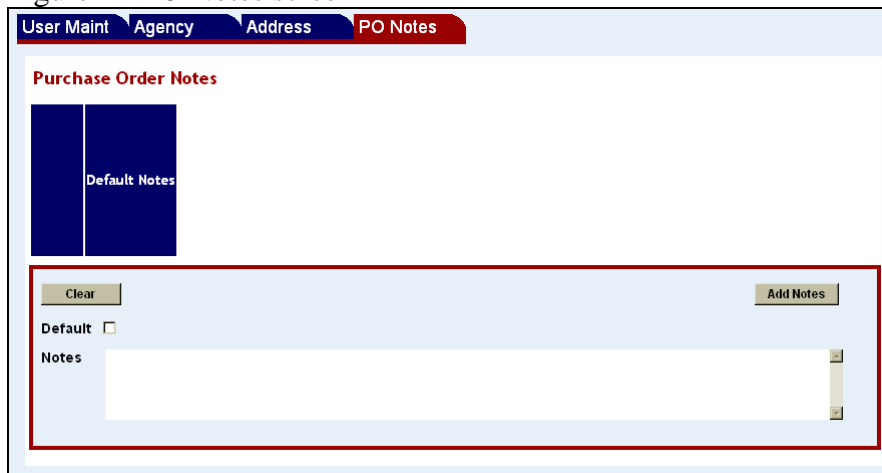
INTRODUCTION

An administrator can create notes or messages that purchasers can select from and append to a purchase order. The administrator can set any number of the notes as default notes which will automatically print on every purchase order.

TO CREATE PURCHASE ORDER NOTES

1. On the Administration screen, click the **PO Notes** tab.

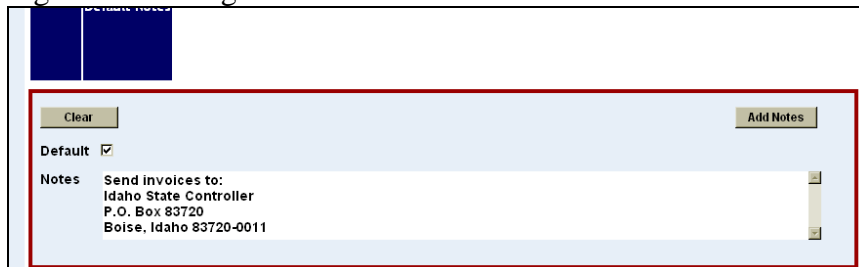
Figure 1 - PO Notes screen



The screenshot shows the 'Purchase Order Notes' screen. At the top, there are tabs: 'User Maint', 'Agency', 'Address', and 'PO Notes'. Below the tabs, the title 'Purchase Order Notes' is displayed. On the left, there is a blue button labeled 'Default Notes'. Below this, there is a form area with a 'Clear' button, a 'Default' checkbox, and a 'Notes' text area. An 'Add Notes' button is located on the right side of the form area.

2. In the **Notes** field, type the message you want to appear on a purchase order. Press ENTER to add separate lines, e.g., as in an address.

Figure 2 - Adding a new note



The screenshot shows the 'Purchase Order Notes' screen with the 'Notes' field filled with the text: 'Send invoices to: Idaho State Controller, P.O. Box 83720, Boise, Idaho 83720-0011'. The 'Default' checkbox is checked. The 'Clear' and 'Add Notes' buttons are visible.

3. Check the **Default** check box to make the note a default which will print automatically on every purchase order. (You can have as many default notes as needed.)
4. Click **Add Notes**.

Figure 3 - New note added

The screenshot shows the 'Purchase Order Notes' form. At the top, there are tabs: 'User Maint', 'Agency', 'Address', and 'PO Notes'. Below the tabs, the title 'Purchase Order Notes' is displayed. A blue box labeled 'Default Notes' is visible. Below this, there is a 'Select' dropdown menu with the text 'Send invoices to: Idaho State Controller P.O. Box 83720 Boise, Idaho 83720-0011'. Below the dropdown, there is a 'Clear' button and an 'Update Notes' button. A 'Default' checkbox is also present. The 'Notes' field contains the text 'Send invoices to: Idaho State Controller P.O. Box 83720 Boise, Idaho 83720-0011'. The entire form is enclosed in a red border.

5. To add another note, click **Clear**.
6. In the **Notes** field, type the message you want to appear on a purchase order.
7. Check the **Default** check box to make the note a default which will print automatically on every purchase order.
8. Click **Add Notes**.

Figure 4 - Second note added

The screenshot shows the 'Purchase Order Notes' form. At the top, there are tabs: 'User Maint', 'Agency', 'Address', and 'PO Notes'. Below the tabs, the title 'Purchase Order Notes' is displayed. A blue box labeled 'Default Notes' is visible. Below this, there are two 'Select' dropdown menus. The first dropdown has the text 'Please refer to State Purchasing Contracts'. The second dropdown has the text 'Send invoices to: Idaho State Controller P.O. Box 83720 Boise, Idaho 83720-0011'. Below the dropdowns, there is a 'Clear' button and an 'Update Notes' button. A 'Default' checkbox is also present. The 'Notes' field contains the text 'Please refer to State Purchasing Contracts'. The entire form is enclosed in a red border.

9. To edit a note, click **Select** next to the note.
10. Edit the **Notes** text and then click **Update Notes**.